

Nomination Submittal Dates and Submittal Policy

Office of Archaeology and Historic Preservation

Attention Consultants, Nomination Authors, Sponsors and CLG Coordinators:

Please make note of the following procedural policies, meeting dates, and deadlines for submitting National Register and Washington Heritage Register nominations to the Office of Archaeology and Historic Preservation.

NOMINATION DRAFTS: Nomination authors are required to submit nominations in draft form before the final submittal deadline. This will enable OAHP staff to provide a constructive review and offer suggestions for any needed revision. If the nomination is within a Certified Local Government (CLG), the final nomination will be forwarded to the CLG for formal review and comment by OAHP staff.

Important: *A nomination submitted for the first time by the submittal deadline will not be guaranteed placement on the upcoming agenda of the Washington State Advisory Council on Historic Preservation (ACHP). The State Historic Preservation Officer reserves the right to schedule only those nominations considered complete and proficient for consideration by the ACHP.*

SUBMITTAL DEADLINES: Completed nominations, including *all* required elements (See list below), must be received by the following dates. **No exceptions will be made, and faxes will not be accepted. Note District Nominations will be reviewed at one Advisory Council meeting before formal submittal to NPS.**

| FIRST SUBMITTAL DATE <small>To reserve a place on the agenda if the nomination qualifies</small> | FINAL SUBMITTAL DATE | ACHP MEETING DATE |
|---|----------------------|-------------------------------|
| June 6, 2003 | July 18, 2003 | October 14, 2003 |
| October 10, 2003 | November 14, 2003 | January 22-23, 2004 |
| March 5, 2004 | April 16, 2004 | June 24-25, 2004, Anacortes |
| June 4, 2004 | July 16, 2004 | September 23-24, 2004, Ilwaco |
| October 8, 2004 | November 12, 2004 | January 26-27, 2005, Longview |
| March 4, 2005 | April 15, 2005 | June 23-24, 2005, Spokane |
| June 10, 2005 | July 15, 2005 | September 22-23, 2005 |

CLG REVIEW

The National Historic Preservation Act requires that nominations for properties located within Certified Local Governments (CLGs) be reviewed by the local historic preservation commission prior to consideration by the ACHP. OAHP will forward National Register nominations to the appropriate CLG for review at least 60-days prior to the next scheduled ACHP meeting. It is the

responsibility of the CLG to review the nomination at a public meeting of the historic preservation commission and then forward their recommendations to OAHP on the “Certified Local Government National Register Nomination Evaluation Report Form”. The 60-day review period may be expedited with concurrence of both the SHPO and the CLG. Expedition of the process does not preclude the local historic commission’s review of the nomination, rather it simply shortens the 60-day review period.

The state shall proceed with the nomination process, subsequent to CLG review, under the following conditions: 1) if both the commission and chief local elected official recommend that a property be nominated to the National Register, 2) if the commission and the chief local elected official fail to agree on a recommendation, or 3) if the SHPO does not receive a report and recommendation before the end of the 60-day review period.

In the event that both the local historic preservation commission and the chief local elected official recommend that a property not be nominated to the National Register, the SHPO shall take no further action on the nomination unless the application for nomination is appealed.

Requirements for NR Submission

Only one single-sided copy is required for submission to the OAHP. This includes the NR form and its accompanying documentation, including Assessor’s or plat map showing property boundaries, sketch floor and site plans, and other exhibits. These documents should not be stapled, punched, or bound in any manner, and should be arranged in the following order:

1. registration form,
2. Assessor’s or plat map (or 8 ½ 11 inch),
3. USGS Quad (8 ½ 11 inch excerpt from the map),
4. site plan with north arrow,
5. sketch floor plans or architectural drawings (8 ½ x 11 format),
6. any additional exhibits in 8 ½ x 11 format,
7. properly labeled photographs (2 sets of B & W 5x7),
8. color slides of the property (eight to twelve representative property views),
9. a full size US Geological Survey Topographic Map,
10. and a copy of the nomination saved to a 3.5 disc or CD rom.

Note that the submittal requirements for districts, and Multiple Properties Documents are slightly different than the above list. Please check with OAHP staff before submitting nominations.

Requirements for WHR Submission

Only one single-sided copy is required for submission to the OAHP. The following documents should not be stapled, punched, or bound in any manner:

1. registration form,
2. Assessor’s or plat map (or 8 ½ 11 inch),
3. USGS Quad (8 ½ 11 inch),
4. site plan with north arrow,
5. sketch floor plans or architectural drawings (8 ½ x 11 format),
6. any additional exhibits in 8 ½ x 11 format,
7. properly labeled photographs (1 sets of B & W 5x7),
8. color slides of the property (eight to twelve representative property views),
9. and a copy of the nomination saved to a 3.5 disc or CD rom.